



CITY OF ROCKLIN
MINUTES OF
SPECIAL COUNCIL-STAFF MEETING
OF THE
ROCKLIN CITY COUNCIL
MONDAY, MARCH 6, 2006

TIME: 8:00 A.M.

PLACE: Whitney Oaks Golf Club
Banquet Room
2305 Clubhouse Drive

www.ci.rocklin.ca.us

1. The Special Council-Staff Meeting of the Rocklin City Council convened at 8:12 a.m. Mayor Magnuson presiding.
2. Roll Call:

Councilmembers: Kathy Lund, Brett Storey, Peter Hill, Ken Yorde,
Mayor George Magnuson

City Personnel: Carlos A. Urrutia, City Manager
Russell A. Hildebrand, City Attorney
Bill Mikesell, Fire Chief
Terry Richardson, Director of Comm. Development
Judy LaPorte, Director of Administrative Services
Kent Foster, Director of Public Works
Mark Riemer, Director of Comm. Serv. & Facilities
Rob Braulik, Assistant City Manager
Kim Sarkovich, Finance Manager
Debi Plant, Assistant to the City Manager
Mark Siemens, Police Chief
Sandra Davies, City Clerk

ORDINANCE

3. Second Reading & Publication: Ordinance No. 906 of the City Council of the City of Rocklin Authorizing an Amendment to the Contract Between the City Council of the City of Rocklin and the Board of Administration of the California Public Employees' Retirement System

Motion to approve on Second Reading by Councilmember Lund, seconded by Councilmember Yorde. Passed by the following roll call vote:

Ayes: Lund, Yorde, Hill, Storey, Magnuson
Noes: None
Absent: None
Abstain: None

Mayor Magnuson stepped down from the Chair and turned the meeting over to Vice Mayor Yorde.

Vice Mayor Yorde requested that an urgency item be added to the agenda as item 3.A. relating to the Clover Valley Draft EIR public comment period. The issue of missing exhibits relating to the off-site sewer were inadvertently left out of the agenda packet and was discovered late Friday afternoon after the agenda had been prepared, posted and delivered. It is necessary to add this to the agenda so that the comment period can be extended to March 15, 2006.

Motion to add item #3.A. to the agenda by Councilmember Lund, seconded by Councilmember Storey. Passed by the following roll call vote:

Ayes: Lund, Storey, Hill, Yorde
Noes: None
Absent: None
Abstain: Magnuson

Vice Mayor Yorde explained about the missing exhibits in the document and recommended that the public comment period be extended to March 15, 2006.

Motion to approve by Councilmember Hill, seconded by Councilmember Lund. Passed by the following roll call vote:

Ayes: Hill, Lund, Storey, Yorde
Noes: None
Absent: None
Abstain: Magnuson

Vice Mayor Yorde turned the meeting back over to Mayor Magnuson.

4. Overview

City Manager Carlos Urrutia welcomed everyone and explained the process for today's meeting and briefly touched on the concept of benchmarking to set goals.

5. Presentation on Benchmark Cities

Assistant City Manager Rob Braulik made the presentation explaining that Benchmarking is a systematic process for searching for best practices, innovative ideas and effective operational performance procedures. He further stated that Benchmarking does not provide quick fixes, become a data collection exercise, or a substitute for good management practices. He suggested that we need to do this because change is on the horizon relating to residential build out and development. It enables agencies to plan for availability of future resources, provides information for decisions made today and how those decisions will impact the city in the future, provides structured approach for linking budget decision to public priorities, and encourages practice of Government Accounting Standards Board. We need to compare the City of Rocklin to other cities relating to demographics and growth in a mature community. Key issues could include:

- employees per capita
- sales tax per capita
- median household income
- crime rate per 1,000 residents
- district academic performance index scores
- per capita general revenue
- police positions
- fire positions
- community development positions
- building positions
- fiscal management
- revenues

Recommendations were as follows:

- institute long term
 - finance plans and staff planning (5 years)
 - start work on 2007-2009 two-year budget
 - execute reserve policy in 2006-2007 budget and beyond
 - direct staff to create revenue and cost containment plan options for presentation to City Council in 2006

Council made comments relating to:

- park fee assessment expiration
- councilmember's visiting other cities

6. Presentation on Financial 5-year Projections and Past Revenue Performance Indicators

Finance Manager Kim Sarkovich presented information on the following revenues:

- General Fund Revenues
 - Property Tax
 - Sales Tax
 - Development Revenues
 - Other
 - Utility Franchise Fees
 - Motor Vehicle Fees
 - Transient Occupancy Tax
 - Business Licenses
 - CS&F Program Fees
 - Transfers
- Special Revenues
 - Gas Tax
 - RDA
- Staffing Growth
- Conclusions
 - residential build-out will provide stabilization
 - increased pressure for services
 - compensation pressures
 - need to continue on pro-active approach

Terry Richardson mentioned that residential build-out in 2012 does not include the downtown plan.

Mayor Magnuson called for a break at 9:27 a.m. and reconvened the meeting at 9:37 a.m.

7. Long Range Service Delivery – Staff presented several issues for long-range service delivery in preparation for upcoming 5-year long term financial plan budget projections.

Fire Chief Bill Mikesell (see PowerPoint presentation) Suggested looking at cooperation with Lincoln and Loomis but with caution as they both are not strong agencies. Chief Mikesell presented 4 papers entitled:

- Fire Station #4
- Fire Station #1 Relocation
- Appropriate Staffing Level (Fire)

- Advanced Life Support (A.L.S.) Paramedic Program. Additional comment is that the City can't provide different levels of service to different parts of the City so must implement in all stations equally.

Council had questions and made comments relating to:

- co-op with Lincoln and Loomis
- Loomis all volunteer staff
- staffing with co-op services for response
- dispatch services now co-op
- Loomis bonds not passed/lack of support from Loomis citizens
- response times/need for station 5
- Fire Protection District elected board members
- staffing levels for our stations/3-year hiring process for total of 9 firefighters per station/apprentice program
- new signs with county identification numbers
- most response for medical aid not fires
- hiring and training paramedics
- liability relating to paramedics/federal and state certification/liability on individuals/service level decision
- 4 minute response time/firefighters vs. paramedic firefighter
- ambulance service
- need for full staffing prior to paramedic program implementation/proposed for 18 months out/need for competitiveness
- level of service must be same at all stations/state law

Public Works Director Kent Foster presented 3 papers entitled:

- Watershed Management and Water Quality Compliance
- Pavement Management. Additional comment is that the City won't need to fund this if the sales tax passes to provide revenue for this function.
- Traffic Management and Operations

Council had questions and made comments relating to:

- transportation sales tax measure
- pavement management contracted out
- road overlay bid/prevaling wages
- public works regulations

Community Services and Facilities Director Mark Reimer presented 2 papers entitled:

- Building Repair and Maintenance
- Park Repair and Maintenance. Additional comment is that there is no guarantee that cell tower revenues will still be available as technology changes over time.

Council had questions and made comments relating to:

- maintenance and repair of old facilities
- maintenance of new facilities
- need for staffing and/or contract services
- program expansion/construction of facilities
- depreciation schedules
- Fleet trust fund/no funds for buildings or parks
- additional school sites/need for staffing
- demand for services from baby-boomers
- need for program changes/needs of kids have changed
- need for building repair and replacement fund

Council had questions and made comments relating to:

- building repair and replacement fund
- park repair and replacement fund
- Springview Park and Clover Valley Park
- 35 playgrounds/need for replacements
- cell tower fund/tech advancement and satellite
- CFD #5/long-term maintenance for certain areas
- 30-year park district assessment
- sports facilities/organizations to increase their fees/city to front 1M and organizations would pay city back/need for list of projects/need for upgrading and building new facilities

Mayor Magnuson called for a recess at 10:49 a.m. and reconvened the meeting at 10:55 a.m.

Police Chief Mark Seimens (see PowerPoint presentation) presented 3 papers entitled:

- Patrol and Basic Service Staffing Needs (Police)
- Traffic Unit Expansion. Additional comment is that it is important to proceed with this program bearing in mind that increasing manpower will

lead to additional burden on Public Works staff for traffic related engineering services.

- Community Policing Expansion

Council had questions and made comments relating to:

- need for staffing adjustments to keep up with growth
- addition of Beat 4/need for 5 officers and 1 sergeant
- currently under-staffed by 3.5 officers/soon to be 6.0 officers
- overtime
- resident traffic concerns relating to DUI's and speeding
- population relating to accident rate
- staffing for traffic unit pays own way through fines
- accident rate in other areas compared to us
- need for 6 officers for Community Policing/citizen survey shows interest in thefts, DUI's, drugs, noise, traffic & speeding
- citizen survey shows good police service/more officer visibility needed
- Community Policing Officers also work patrol
- Community Policing in downtown and Woodside areas
- staffing issues relating to loss of hours, overtime, capping amount of hours, vacation hours, family leave, and lack of dispatch personnel
- need for dispatchers now/11 not enough/facility space good
- regional issues relating to Lincoln dispatch and transition of chief
- need for traffic units at Rocklin High School
- working relationship between Police, Public Works, & Engineering
- Springview traffic issues/speeding by outside people
- traffic grants
- sending personnel to academy
- 30 year retirements

Community Development Director Terry Richardson presented no papers but made the following comments about the Community Development department:

Development will slow down in 5-7 years so there will be staff reductions except in the areas of Housing Programs and Code Enforcement which will see staff increases. Remodeling applications will increase. The general plan will need to be updated still and relationships with regional agencies will still have to be maintained. There will be 5-7 retirements over the next 5-7 years and thus there may be a need to address reorganization or to use contract services.

As an aside, Mayor Magnuson inquired about waiving the encroachment fee for sidewalk repair or setting up a side walk repair program.

Council had questions and made comments relating to staff reductions & reorganization, re-zoning, housing programs, increase in code enforcement,

remodeling, general plan, mandated updates, working with outside agencies, maintenance of GIS & mapping, and use of City's contractor to fix sidewalks.

Administrative Director Judy LaPorte presented no issue papers but made the following comments about the Administrative Services Department:

The department will continue to look at increasing efficiencies in all areas and, in particular, consider contracting out fleet services. They are anticipating technological needs increases from Police and Fire.

Council had questions and made comments relating to growth & changes in city, efficiency of Munis, IS response to helpdesk requests, IS equipment and programs, increased vehicles & lack of enough parking spaces.

City Manager Carlos Urrutia presented 3 issue papers entitled:

- Downtown Rocklin Plan
- Set Aside Funds for Employee Retirement Health Care Account
- Designate General Fund Reserve for Specified Purpose

Additionally, he commented that the City Manager's Department would become more oriented toward community promotion and department reorganizations as the City reached build out. Other issues discussed included:

- public infrastructure
- parking structures
- set-aside funds for retirements/reserve funds
- no department expansion/re-organization
- loss of staff expertise with retirements

City Attorney Russell Hildebrand presented no issue papers but commented that his department will most likely require outside service contracts for the Sierra College Interchange project and code enforcement programs.

Councilmember Peter Hill indicated that he would like to see the upstairs offices completed in like manner, all with doors. Russ Hildebrand stated that this was not necessary for his department.

At the conclusion of the long range planning presentations, each Councilmember was given a sheet of 10 stars to be placed on the issues according to their priority. They could put 0-10 stars on an issue. Results were as follows:

- | | |
|-----------------------------------|---------|
| - Fire Station #4 | 5 votes |
| - Fire Station #1 relocation | 1 vote |
| - Appropriate Fire Staffing Level | 5 votes |

| | | |
|---|---|---------|
| - | ALS Paramedic Program | 3 votes |
| - | Watershed Maintenance & Water Quality Compliance | 0 |
| - | Pavement Management | 2 votes |
| - | Traffic Management & Operations | 0 |
| - | Building Repair & Replacement | 5 votes |
| - | Park Repair & Replacement | 5 votes |
| - | Patrol & Basic Service Staffing Needs | 5 votes |
| - | Traffic Unit Expansion | 5 votes |
| - | Community Policing Expansion | 1 vote |
| - | Downtown Rocklin Plan | 2 votes |
| - | Employee Retirement Health Care Account | 5 votes |
| - | Designate GF Reserves for Specific Purposes | 3 votes |

Mayor Magnuson called for the lunch recess at 11:50 a.m. Towards the end of the hour, City Manager Carlos Urrutia presented the State of the City giving a financial report and general update on current activities relating to development, city projects, current policy issues, health and well being of the city, and where the city is headed. Mayor Magnuson reconvened the meeting at 1:30 p.m.

8. Presentation on New Revenue Ideas and Cost Containment Concepts

City Manager Carlos Urrutia addressed Cost Containment Concepts relating to the following:

- Contracting Out
- Service Consolidation
- Partnerships with Community Groups
- Consolidation of City Departments (reduction from 6 to 4 departments)
- Revise and Restructure Benefit Package
- Service Level Reduction
- Preventive Maintenance

Council made comments relating to the following:

- contracting out vehicle maintenance
- offering our services to other agencies
- landscape maintenance control
- service level reduction

Assistant City Manager Rob Braulik addressed Revenue Options relating to the following:

- Local Revenue Measures November 2005
- Business License Tax

- Parcel Taxes
- Park Maintenance Tax
- Property Transfer Tax
- User Fees
- Transient Occupancy Tax
- Storm Drain Fees
- Street Sweeping Issues
- Land Use Conversion
- Utility Tax

Council made the following recommendations:

- In favor of Property Tax Transfer
- Re-enact Park Maintenance Tax
- In favor of Storm Drain Fee with AB 1600 nexus
(It would appear on the property tax bill or the sewer bill.)
- Not in favor of Rezoning Fee
(Would like it to be negotiated in developer agreements.)
- Not in favor of Utility Taxes
(They view them as regressive.)
- In favor of Hotel Tax
(Not to be called TOT.)
- In favor of offering our services to other agencies for a fee.

10. Presentation and discussion about public facility needs.

Director of Community Services & Facilities Mark Riemer presented the issues as follows:

- Civic Center – New Administration Building
 - 3 options to relocate Fire Department emergency response operations and remodel, demolish, or reconstruct (see issue paper)
 - add item relating to turn circle at police facility area
 - cost of moving & relocating vs. new facility
 - new facility vs. response times
 - downtown civic center project
 - station #5-service to highways, Loomis and Sierra College
 - Johnson-Springview location for station #1
 - work on railroad tracks
 - relocation of station #1 and location of #5
 - moving of Finn Hall
 - location of fire and police station relating to response times
 - civic center downtown with fire station
 - leasing of present administration building/political commitment

Council comments referred to having a separate discussion at a workshop to figure out what to do about fire stations and civic buildings since they are not compatible neighbors. Important to do now so that it is done right before moving forward with other facilities.

- Whitney Community Park Community Building
 - reception hall, gym, what will fit
 - multi-purpose room now/gym later
 - design of master plan in phases
 - Dominguez Gym used by school and city
 - formal reception hall/negotiate with school district

Council comments referred to developing a master plan with facilities we would like in a phased concept and then maybe go into partnership with the school district for the gym.

- Rocklin Branch Library
 - type and size of library
 - location to be determined by size
 - library where Finn Hall is now
 - library location an issue
 - locate on out-skirts of downtown
 - purchase Albertson building
 - working with County
 - potential for another school bond issue
 - long-term lease for library with county
 - library to bring people to downtown
 - need for discussion with county and Friends

Council comments referred to no obvious site for the library. The county has capital construction funds so can lease space from some developer in a new building. One site option is Albertson's if it goes up for sale or determine an appropriate space in Johnson-Springview Park.

- Development of a Senior Center
 - existing library into senior center
 - cost of operations/annual basis
 - Theater for Performing Arts/still in plan/Finn Hall not good location

Council comments referred to converting existing library into Senior Center as long as library has a new site.

- Development of a Central Rocklin Aquatic Complex
 - 2 to 3 pools/50 meter used less than 1%

- pool like Whitney Oaks/pump room, showers, etc.
- why do we need another pool
- water facility for community parks
- need for library vs. need for pool
- revenue projections
- pool complex vs. re-designed facility
- phase in water facilities

Council comments referred to pool not being a top priority but water features in neighborhood parks are a priority.

- Relocation of Finn Hall
 - depends on what happens with library, pool, and performing arts/all cost issues
 - need for explanation of entire plan/focal point and funding
 - funding issues/Heritage Park, Finn Hall, need for fire stations
 - need for more details relating to cost

Council comments referred to supporting the Finn Hall move with additional separate discussion to revisit the Civic Center Master plan and possible locations for the Fire Station, Library, Senior Center and Finn Hall.

Mayor Magnuson called for a brief recess at 3:17 p.m. and reconvened the meeting at 3:30 p.m.

- Corporation Yard Master Plan
 - Miller Property Purchase
 - fire trucks don't fit in current bays/units need to be contained/oil
 - short term/at least fence off property for storage
 - putting equipment out of service
 - shops not available for service
 - City of Roseville to perform maintenance for us
 - expanding existing facility
 - need for more information about facility

Council comments referred to making minimum improvements of a masonry fence, paved entrance, and crushed rock for storage area.

Council has concerns about contracting out for our fleet maintenance work and would rather keep it in-house, and they definitely want us to maintain control of the maintenance on our fire equipment.

11. Progress Reports – Each Department Director will report on progress to date on prior year's work and plan assignments.

This item was not heard. Direction was given to Department Directors to report on progress to date on prior year's work and plan assignments by memo to Council at a later date.

12. Issue Papers – Policy issues that need to be considered for inclusion in the next fiscal year plan will be discussed as follows:

A. Implementation of Urban Tree Forest Program – Community Development Department

Council suggested that this be contracted out to a volunteer organization.

B. Code Compliance – Community Development Department

Council supports more code enforcement activity.

C. Quiet Zones at Railroad Crossings – Public Works

Council direction was a firm “no” on this issue.

D. Traffic Speed Reduction on Collector Roads Through the Use of Reduced Lane Width – Public Works

Council suggested doing this on a test basis and assess the results before moving forward.

E. Clover Valley Park Playground – CS & F

Council direction was to “do it”.

F. Patrol Staffing Needs FY 06-07 – Police

Council direction was to add the 5th Beat.

G. Community Policing Expansion FY 06-07 – Police

Council direction was to bring this item back next year after assessing this year's program.

H. Traffic Unit Expansion FY 06-07 – Police

Council direction was to move forward as outlined.

I. Hiring Plan – Fire

Council direction was to move forward as outlined with 1 apprentice on each shift.

13. Public Input – There was no public input.

ADJOURNMENT:

14. Meeting adjourned at 4:30 p.m. by Mayor Magnuson

APPROVED:

City Clerk

George Magnuson, Mayor